

WORD PROCESSING I

Word processing skills are necessary to obtain information processing positions in business. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for word processing positions in business.

CONTENT

Participants should be well prepared in the basic keyboard knowledge and in the production of letters, memorandums, reports, tabulations, resumes, and material from rough drafts and unarranged copy. Specific formatting directions may not be provided. Any acceptable letter, memorandum, or report style may be used.

In addition, participants will be tested on their understanding and mastery of basic keyboarding terminology concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related application knowledge.

ELIGIBILITY

Each district is represented by one participant. **Participants who are or have been enrolled in office procedures, and/or skill-related courses that included keyboarding instruction, and/or keyboarding production work beyond that taught in the basic one-year keyboarding course or the equivalent must not be entered in this event.** The participants must qualify as an active FBLA member to be eligible for this event.

REGULATIONS

1. An entry form must be postmarked no later than March 17.
2. Participants may not have entered this event at a previous State Leadership Conference.
3. A participant who fails to appear on time for the event may be DISQUALIFIED.
4. The problems must be prepared without help from the adviser or any other person.
5. Participants must adhere to the dress code approved by the executive council.

PROCEDURES

1. One hour is allowed for the skill test. This time must run continuously and cannot be administered in multiple sessions. Additional time will be allowed for general directions, equipment setup and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials. Local chapter advisers are not to administer the skill test.
2. The Format Guide will be used for formatting word processing documents. Results will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring.

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3. Participants must recognize the necessity for accurate proofreading.
4. A one-hour written objective test will be administered at the State Leadership Conference based on previously written CONTENT and basic skill knowledge.
5. Participants must furnish their own No. 2 pencils and erasers.
6. Scratch paper is furnished.
7. Participants are identified by the districts they represent.
8. One or more local chapter advisers serve as supervisors to ensure that the written objective test procedures are followed and completed.

JUDGING

Objective tests will be machine graded. Ties will be broken based on the order in which the tests were returned. This test constitutes 15 percent of the final event score.

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

Graded papers are NOT returned to participants or advisers.

AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to participants winning sixth through tenth places.

REPRESENTATION AT NATIONAL

The first and second place winners are entitled to represent the state chapter at the National Leadership Conference.